

I have a parcel for you to collect, if you are in the area tomorrow.
Have you seen the new building and have you met the new manager Mr Smith?

If you come to the office, I can print the new application form for you.
If you are interested enough, you can do this job, for you are well able.

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They will take photos of you for your records and give them to you tomorrow.
I can tell you that we shall be at the meeting first thing on Monday.

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Speed Up 2

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We shall be in the office all morning and we think we can finish this.
We think you will be very interested in this and we hope you will agree.

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Speed Up 2

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We think we have succeeded and we are sure that you will like the result.
I shall be thinking of you and I think you are going to be successful.

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Speed Up 2

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They think you are doing well and that you are going to succeed in this.
We are glad that Mr Brown was able to come to the new house yesterday.

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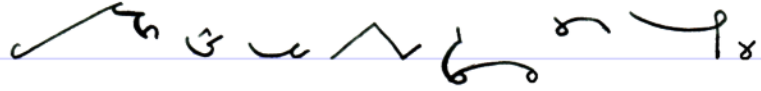
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Speed Up 2

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We are glad that you found the new report on these matters of some interest.
We are not going to repeat the details in the second report on this matter.



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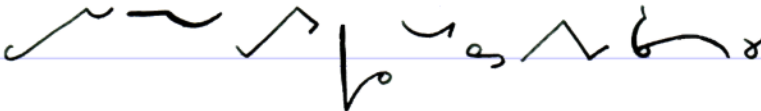
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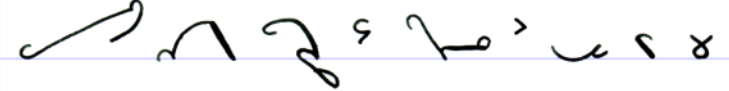
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Speed Up 2

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We are sure you will be very pleased with the progress of the new building.
We are not sure whether he will be able to attend the meeting tomorrow morning.



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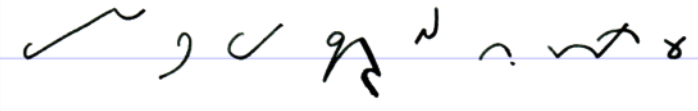
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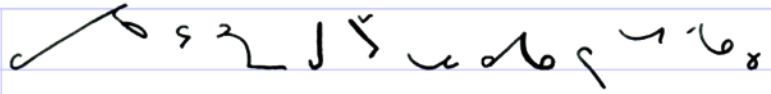
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Speed Up 2

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We are pleased with the work done by the new service people in the office.
We regret we are having great difficulties with the new machine that we have bought.



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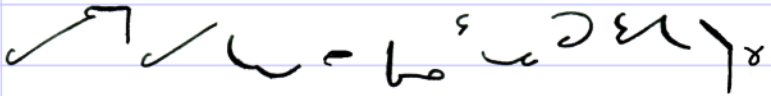
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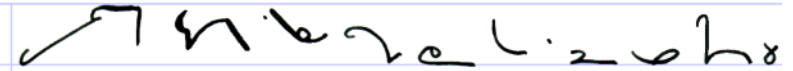
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Speed Up 2

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We regret that he will be absent from the school for a week next term.
It is not really possible for us to be at the club on Friday morning.



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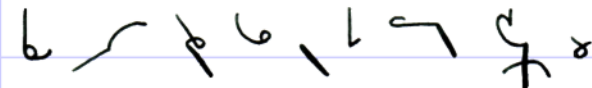
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Speed Up 2

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It is not fair on them that they have to have all these extra difficulties.
It has not rained for a very long time which has not helped the garden.

It has not been a good time for us and it has brought no orders.
That is not how I would have done this, I would have done it differently.

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I have seen the new office equipment but unfortunately that is not what we ordered.

He was not answering us and that has not been very helpful to our project.

Handwritten shorthand for the first sentence.

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Handwritten shorthand for the second sentence.

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Speed Up 2

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He has not been in the office for several days and he has not phoned.

He is not answering the texts or emails and he is not calling us back.

Handwritten shorthand for the first sentence.

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Handwritten shorthand for the second sentence.

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Speed Up 2

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We have had difficulties with the work which has not been either pleasant or useful.

We have machinery which is not satisfactory and which is not performing as we hoped.

We have had some very strange news which is not what we wanted to hear.

We have done some work on the building but we have not done the garden.

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Handwritten shorthand for the first sentence.

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Handwritten shorthand for the second sentence.

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Handwritten shorthand for the second sentence.

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I have done some research and found that they have not done what they promised.

They have done their best with the report but they have not done it quickly.

We have lived here for several years and have enjoyed good health for many years.

Mr Black has been here for many years and has worked for several different departments.

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The man worked for this company for very many years but retired several months ago.

We have not seen him for some years now and we have not heard anything.

Thank you for sending the report on the project undertaken in our department last year.

I have last year's building report before me, as well as last year's accounts figures.

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Handwritten shorthand for "The man worked for this company for very many years but retired several months ago. We have not seen him for some years now and we have not heard anything."

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Handwritten shorthand for "Thank you for sending the report on the project undertaken in our department last year. I have last year's building report before me, as well as last year's accounts figures."

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I have been here for two years and my friend has been here three years.
The trainee spent two months at technical college and three months in the engineering department.

We must inform you that you are no longer required to work Fridays and Saturdays.
You must report to the admin office and you must bring the papers with you.

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They must get lots of work from them as they are doing quite well now.
I think she must like the admin work as she has stayed for several years.

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Speed Up 2

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Inform the manager that he must get to the meeting an hour before it begins.
He must arrive in good time and he must have all of his notes ready.

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Speed Up 2

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